

**LIST OF ALL FULL-TIME JOBS FILLED  
FOR THE 12 MONTH PERIOD OF 8/1/2015 through 7/31/2016**

*Complete this worksheet continuously every time a vacancy is filled.*

Job Title: Sales Date Filled: 8/10/15

Job Title: Program Director Date Filled: 11/25/15

Job Title: Sales Date Filled: 11/24/15

Job Title: On Air/Production Date Filled: 11/25/15

Job Title: Digital Master Date Filled: 12/3/15

Job Title: Sales Date Filled: 2/12/16

Job Title: Sales Date Filled: 2/15/16

Job Title: Sales Date Filled: 5/11/16

Job Title: Sales Date Filled: 6/10/16

Job Title: Sales Date Filled: 6/10/16

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

Job Title: \_\_\_\_\_ Date Filled: \_\_\_\_\_

*Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.*

**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: \_\_\_\_\_ Sales \_\_\_\_\_ Date Vacancy Filled: \_\_\_\_\_ 8/10/15 \_\_\_\_\_

Recruitment Source for Actual Hire: \_\_\_\_\_ Station website/My Radio Link.com \_\_\_\_\_

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 11/10/15	
Craigslist.com post dated 11/10/15	
On air ads WCBH WMCI WWGO	
My Radio Link.com station website	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: Program Director Date Vacancy Filled: 11/25/15

Recruitment Source for Actual Hire: \_\_\_\_\_ Internal Candidate \_\_\_\_\_

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

<b>Name and Address of Source</b>	<b>Contact Person and Phone Number</b>
See EEO recruitment list	
All Access.com post dated 11/18/15	
Craigslis.com post dated 11/18/15	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: \_\_\_\_\_ Sales \_\_\_\_\_ Date Vacancy Filled: \_\_\_\_\_ 11/24/15 \_\_\_\_\_

Recruitment Source for Actual Hire: \_\_\_\_\_ On Air Ads/WMCI \_\_\_\_\_

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 11/10/15	
Craigslis.com post dated 11/10/15	
On air ads WCBH WMCI WWGO	

*Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.*

**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: On Air/Production Date Vacancy Filled: 11/25/15

Recruitment Source for Actual Hire: In-house Office Posting

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 11/18/15	
Craigslis.com post dated 11/18/15	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy:           Digital Master           Date Vacancy Filled:           12/3/15          

Recruitment Source for Actual Hire:           Monster.com via Journal Gazette          

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 11/18/15	
Craigslis.com post dated 11/18/15	
Monster.com posted date 11/10/15	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: \_\_\_\_\_ Sales \_\_\_\_\_ Date Vacancy Filled: 2/12/16

Recruitment Source for Actual Hire: \_\_\_\_\_ Facebook post/WMCI \_\_\_\_\_

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 11/10/15	
Craigslis.com post dated 11/10/15	
On Air ads WCBH WMCI WWGO	

*Place in station's local public file annually on the anniversary date of the renewal filing due date. Post on station's website, if applicable.*

**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy:                         Sales                         Date Vacancy Filled:           2/15/16          

Recruitment Source for Actual Hire:   Indeed.com  

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RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 11/10/15	
Craigslis.com post dated 11/10/15	
On Air ads WCBH WMCI WWGO	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: \_\_\_\_\_ Sales \_\_\_\_\_ Date Vacancy Filled: \_\_\_\_\_ 5/11/16 \_\_\_\_\_

Recruitment Source for Actual Hire: \_\_\_\_\_ On air ad/ WCBH \_\_\_\_\_

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

<b>Name and Address of Source</b>	<b>Contact Person and Phone Number</b>
See EEO recruitment list	
All Access.com post dated 3/9/16	
Craigslst.com post dated 3/9/16	
On air ads WCBH WMCI WWGO	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy: Sales (1) Date Vacancy Filled: 6/10/16

Recruitment Source for Actual Hire: Facebook post/WMCI

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

<b>Name and Address of Source</b>	<b>Contact Person and Phone Number</b>
See EEO recruitment list	
All Access.com post dated 3/9/16	
Craigslist.com post dated 3/9/16	
On air ads WCBH WMCI WWGO	
1043TheParty.com post date 5/29/15	

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**LIST OF RECRUITMENT SOURCES USED TO FILL EACH VACANCY**

*Complete this worksheet after filling a full time vacancy. Use as many copies as are necessary. Include organizations requesting notice of vacancy.*

Title for Vacancy:                                 Sales (2)                                 Date Vacancy Filled:           6/10/16          

Recruitment Source for Actual Hire:   Facebook post/WMCI  

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**RECRUITMENT SOURCES UTILIZED FOR THIS VACANCY**

Name and Address of Source	Contact Person and Phone Number
See EEO recruitment list	
All Access.com post dated 3/9/16	
Craigslis.com post dated 3/9/16	
On air ads WCBH WMCI WWGO	
1043TheParty.com post date 5/29/15	

*Place in station’s local public file annually on the anniversary date of the renewal filing due date. Post on station’s website, if applicable.*

**YEARLY TOTAL NUMBER OF INTERVIEWEES  
AND TOTAL NUMBER OF INTERVIEWEES REFERRED BY EACH  
RECRUITMENT SOURCE**

*Complete this worksheet on the anniversary date of the renewal filing due date  
using the Tally of Interviewee Sources for Each Full-Time Vacancy (Page 16)*

Yearly Period Beginning: 8/1/2015 Ending: 7/31/2016

Total Number of Persons Interviewed for Full-Time Vacancies: 32

Total Number of Interviewees Referred by Each Recruitment Source:

Recruitment Source Name	Total Number of Interviewees
MyRadioLink.com	5
Eastern IL Univ. job fair	3
All Access.com	2
Employee Referrals R. Fonner, L. Englum, J. Laake, M. Anderson, G. Volk	5
Internal Candidate	2
Indeed.com	2
On air ads	4
In House posting	1
Lakeland College/Jim Powers	1
Monster.com	1
1043TheParty.com	1
Facebook Posts	5

**SUMMARY DESCRIPTION OF  
SUPPLEMENTAL OUTREACH INITIATIVES**

*Complete this form to summarize the activities compiled on the Description of Supplemental Outreach Initiatives worksheets (page 16). Stations required to engage in four initiatives should use an additional sheet to include remaining initiatives.*

**2/4 YEAR PERIOD BEGINNING** August 1, 2015 **AND ENDING** July 31, 2016

Specify First Initiative: 2016 Idea Bank Scholarship Sponsorship

Describe activities undertaken to fulfill that initiative: Each year The Cromwell Group, Inc  
And Affiliates, SESAC, and the International Broadcasters Idea Bank sponsor a \$10,000  
Scholarship for 1 student in his/her second year of college seeking a degree in the broadcasting  
industry.

Specify Second Initiative: July 7/18-7/19/16 Cromwell Managers Meeting

Describe activities undertaken to fulfill that initiative: GM, Luci Englum  
attended, participated in many topics including Sexual Harassment Discrimination in  
the workplace.

*Place in the Public file and post on the station's website annually on the anniversary of the renewal filing date.*

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SUPPLEMENTAL OUTREACH INITIATIVES**

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**2/4 YEAR PERIOD BEGINNING** August 1, 2015 **AND ENDING** July 31, 2016

Specify Third Initiative: Internship Program 8/24-12/18/15, 1/13-5/10/16, 5/16-7/29/16

Describe activities undertaken to fulfill that initiative: Each year Cromwell Mattoon accepts

Interns in the programming, production, promotions departments to help students fulfill the

Required field work to earn a degree in their chosen field of study. Interns also have the ability

To apply for employment with us upon completion of their internship and/or graduation.

Specify Fourth Initiative: 4/7/16 8<sup>th</sup> Grade Career Conference, Lakeland Comm College

Describe activities undertaken to fulfill that initiative: Luci Englum, GM spoke with

local 8<sup>th</sup> grade students about the radio broadcast industry. Answered students questions

regarding required education, training, job duties, compensation and overall general info about

radio.

*Place in the Public file and post on the station's website annually on the anniversary of the renewal filing date.*

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SUPPLEMENTAL OUTREACH INITIATIVES**

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**2/4 YEAR PERIOD BEGINNING** August 1, 2015 **AND ENDING** July 31, 2016

Specify Fifth Initiative: 3/30/16 Eastern IL University Broadcast/Career Fair

Describe activities undertaken to fulfill that initiative: Broadcast Communications students were invited and given the opportunity to attend the informative sessions showcasing businesses in the surrounding area. Luci Englum, GM spoke on behalf of Cromwell Radio.

Specify Sixth Initiative: 3/23/16 Lake Land College Job Fair

Describe activities undertaken to fulfill that initiative: Kallie Middleton, Program Director, Manned a booth to speak to interested students about the radio broadcast industry. Gathered Job applications, and discussed areas of opportunity within Cromwell Radio such as sales, On-air, and Digital.

*Place in the Public file and post on the station's website annually on the anniversary of the renewal filing date.*

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SUPPLEMENTAL OUTREACH INITIATIVES**

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**2/4 YEAR PERIOD BEGINNING** August 1, 2015 **AND ENDING** July 31, 2016

Specify <sup>7<sup>th</sup></sup> Initiative: 3/2/16 Millikin University Job Fair

Describe activities undertaken to fulfill that initiative: Chris Bullock, IL Regional Manager

Participated by speaking with interested local people about the radio broadcast industry and

Cromwell job availabilities throughout Illinois, handed out and accepted job applications.

Specify <sup>8<sup>th</sup></sup> Initiative: 1/15-1/16/16 Int'l Broadcasters Idea Bank Workshop

Describe activities undertaken to fulfill that initiative: Luci Englum, GM attended a

Variety of sessions discussing and sharing Radio knowledge and best practices among

Participating individuals and stations.

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**WMCI – WHQQ – WWGO – WCBH – WCRA – WCRC – WPMB – WKRV  
RECRUITMENT LIST**

**Advertising:**

All positions posted in/at all the publications, departments, and organizations listed below:

1. The Daily Eastern News, Eastern Illinois University, Betsy Jewell, Student Publications, 600 E. Lincoln, Charleston, IL 61920, fax 217-581-2923, send notices by fax.
2. Lakeland Community College, Communications Dept., Greg Powers, 5001 Lakeland Blvd., Mattoon, IL 61938, fax 217-234-5506, send notices by fax.
3. University of Illinois, Radio & Television Dept., Campbell Hall for Telecommunications, 300 N. Goodwin, Urbana, IL 61801, fax 217-244-7304, send notices by fax.
4. Illinois State University, Radio & Television Dept., Illinois State University Fell 011, Normal, IL 61790, send notices by mail.
5. Richland Community College, Career Services, One College Park, Decatur, IL 62526, send notices on website: [collegecentral.com/richland](http://collegecentral.com/richland)
6. Millikin University, Communications Department, Communications Department, 1184 W. Main St., Decatur, IL 62522, fax 217-424-3993, send notices by fax.
7. Illinois Employment and Training Center, 2311 Hoffman Dr., Effingham, IL 62401, fax 217-342-4198, send notices by fax.
8. WMCI, WWGO, WCBH Radio Stations, 209 Lakeland Blvd., Mattoon, IL 61938, phone 217-235-5624, fax 217-235-6624, email to: Hannah Carruthers, [hcarruthers@cromwellradio.com](mailto:hcarruthers@cromwellradio.com)
9. WHQQ, WCRA, WCRC Radio Stations, 405 S. Banker #201, Effingham IL 62401, phone 217-342-4141, fax 217-342-4143, email notices to Deb Jackson, [wrc@wrc957.com](mailto:wrc@wrc957.com)
10. WPMB, WKRV Radio Stations, PO Box 100, Vandalia, IL 62471, phone 618-283-2325, fax 618-283-1503, email notices to Todd Stapleton, [tstapleton@cromwellradio.com](mailto:tstapleton@cromwellradio.com)
11. WEJT, WYDS, WZNX, WZUS Radio Stations, Cindy Hansen, 401 N. Water St., #C, Decatur, IL 62523, phone 217-428-4487, email to Cindy Hansen, [chansen@cromwellradio.com](mailto:chansen@cromwellradio.com)
12. WBUZ, WQZQ, WXTZ Radio Stations, 1824 Murfreesboro Rd, Nashville, TN 37217, phone 615-399-1029, fax 615-399-1023, email to Andrea Kamer, [akamer@cromwellradio.com](mailto:akamer@cromwellradio.com)

13. WBIO, WXCM, WKCM, WVJS, WLME, WTCJ Radio Stations, 1115 Tamarack Rd., #500,  
Owensboro, KY 42301, phone 270-683-5200, email to Mel Ford,  
[melford@cromwellradio.com](mailto:melford@cromwellradio.com)

14. IL Center for Broadcasting in Chicago  
Bob Hillman, Placement Director  
Email: [bhillman@beonair.com](mailto:bhillman@beonair.com)

15. Lincoln Trail College – fill out their form (in file) and email  
Teresa Jenkins  
[jenkinst@iecc.edu](mailto:jenkinst@iecc.edu)

16. Eastern IL University  
Radio & TV Dept.  
Jeff Owens                    [jdowens@eiu.edu](mailto:jdowens@eiu.edu)

IL Dept of Human Resources  
Employment Resource Specialist

email: [Rochelle.fowler@illinois.gov](mailto:Rochelle.fowler@illinois.gov)